TENNESSEE FIRE COMMISSION
FIRE DEPARTMENT INSTRUCTOR CHECKLIST GRADING CRITERIA

ALL GENERAL SKILLS REQUIREMENTS

Candidate: _____ SS#: _____

Fire Department: _____

Date: _____   Time Started: _____   Time Stopped: _____

Subject Taught: _____

Standard: NFPA 1041, 2002 Editions, All Prerequisite Skills

Task: The Candidate will present a one-hour block of instructions to include the preparation, presentation, application, and evaluation steps of the Four Step Method of Instruction. The candidates will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.

Approved By: **Evaluator:**

Program Management

No Materials

1	Obtained and assembled course materials, resources, (4.2.2) and equipment	P	F	INT._____(2)
2	Reviewed and adopted instructional materials and resources for topic, target audience and learning environment. (4.2.3, 4.3.2, 4.4.4)	P	F	INT. _____(2)

Lesson Plan

1	Introductory Components (4.3.3)	P	F	INT._____(3)
2	Instructor Information (4.3.3)	P	F	INT _____(3)
3	Main Body (4.3.3)	P	F	INT _____(3)
4	Evaluations (4.3.3)	P	F	INT _____(3)
5	Summary (4.3.3)	P	F	INT _____(3)

References used are from NFPA 1041, 2002 Edition, and are shown in parentheses.
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Classroom Management

1	Organized classroom with consideration given to lighting, distractions, climate, noise, seating, audiovisual, teaching aids, and safety. (4.4.2)	P	F	INT._____(2)
2	Adjusted to differences in learning styles, abilities, and behaviors. Controlled disruptive behavior, maintained a safe learning environment, and accomplished objectives. (4.4.5)	P	F	INT._____(2)

Audiovisual

1	Pre-inspect audiovisual equipment (4.4.6)	P	F	INT._____(1)
2	Demonstrate familiarity with equipment controls and correctly use the type of audiovisual equipment provided (4.4.6)	P	F	INT._____(1)

Preparation Step

Preparation of Students

1	Introduce subject matter. (4.4.3)	P	F	INT._____(2)
2	Explain why material is important. (4.4.3)	P	F	INT._____(2)
3	Explain how material will be useful. (4.4.3)	P	F	INT._____(2)
4	Establish rapport with students. (4.4.3)	P	F	INT._____(2)
5	Explain objectives. (4.4.3)	P	F	INT._____(2)

Presentation Step

Classroom Presentation

1	Present new skills, concepts, and/or procedures according to lesson plan. (4.4.3)	P	F	INT._____(2)
2	Guide students toward meeting objectives. (4.4.3, 4.4.4)	P	F	INT._____(2)
3	Demonstrate new skills competently. (4.4.3)	P	F	INT._____(2)
4	Adjust presentation to changes in class environment. (4.4.5)	P	F	INT._____(2)

Instructional Materials

1	Review content and organization of projectable and/or non-projectable instructional materials. (4.4.7)	P	F	INT._____(2.5)
2	Present projectable and/or non-projectable material at the logical point in the lesson. (4.4.6)	P	F	INT._____(2.5)
3	Introduce projectable and/or non-projectable material at the logical point in the lesson. (4.4.3, 4.4.6)	P	F	INT._____(2.5)
4	Relate projectable and/or non-projectable materials into the lesson material. (4.4.3, 4.4.6)	P	F	INT._____(2.5)

Communication

1	Voice is clear, effectively pitched, and well modulated. (4.4.3)	P	F	INT._____(2.5)
2	Speech is reasonably free of language errors. (4.4.3)	P	F	INT._____(2.5)
3	Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3)	P	F	INT._____(2.5)

Safety

1	Communicate safety responsibilities and/or considerations to students. (4.4.3, 4.5.2)	P	F	INT._____(2)
2	Demonstrate practices and procedures safely to students. (4.4.3, 4.5.2)	P	F	INT._____(2)
3	Include safety practices and procedures in the practical skills testing of students. (4.4.3, 4.5.2)	P	F	INT._____(2)

Application Step

Student Application of Learning and Feedback

1	Provide students an opportunity to perform under supervision. (4.4.3)	P	F	INT._____(2)
2	Coach student. Check for, and correct any errors. (4.5.2)	P	F	INT._____(2)
3	Emphasize and review key procedures, sequences, and concepts. (4.4.3)	P	F	INT._____(2.5)
4	Encourage students with productive feedback. (4.5.2)	P	F	INT._____(2)

Evaluation Step

Testing and Evaluation

1	Diagnose readiness for evaluation step. (4.5.5)	P	F	INT._____(2)
2	Administer and score written/practical test. (4.5.2, 4.5.3)	P	F	INT._____(2)
3	Evaluate student performance. (4.5.5)	P	F	INT._____(2)
4	Determine causes for student failure. (4.5.5)	P	F	INT._____(2)
5	Identify action to be taken to correct deficiencies. (4.5.5)	P	F	INT._____(2)

Administration

Record Keeping

1	Accurately complete all training documentation on provided forms. (4.2.3, 4.5.4)	P	F	INT._____(2.5)
2	Submit completed training documentation to evaluator. (4.5.4)	P	F	INT._____(2.5)

Name _____ Date _____

Company _____

You have PASSED/FAILED the performance objectives for the Fire Department Instructor I. To obtain a passing grade you must score a minimum of 70%. If you did not obtain the minimum score, be prepared to retest at a later date. You must pass the performance objectives before you can take the state written examination for Fire Department Instructor I Certification.

Program Management   _____(25)

Preparation Step   _____(10)

Presentation Step   _____(30)

Application Step   _____(10)

Evaluation Step   _____(10)

Administration   _____(5)

Workbook   _____(10)

Evaluator Comments: _____

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Candidate Comments: _____

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